

## SPECIAL PERMIT APPLICATION FOR IN-LAW/ACCESSORY APARTMENT CHECK LIST

### IN-LAW/ACCESSORY APARTMENT REQUIREMENTS:

- ☐ ONE BEDROOM
- ☐ MINIMUM - 300 SQUARE FEET  
\_\_\_\_\_ TOTAL APARTMENT SQ. FT.
- ☐ TOTAL FLOOR AREA (MAIN RESIDENCE INCLUDING APARTMENT)  
\_\_\_\_\_ TOTAL SQ. FT.

EXAMPLE:      TOTAL FLOOR AREA OF MAIN HOUSE                      2,000 sq. ft.  
                  TOTAL FLOOR AREA OF PROPOSED APARTMENT                      500 sq. ft.  
                  TOTAL AREA IN SQ. FT.    2,500 sq. ft.  
                  MAXIMUM 30% OF APARTMENT TOTAL FLOOR AREA                      750 sq. ft.  
                  APARTMENT LIVING AREA CANNOT EXCEED 750 SQ. FT. ( 30% OF TOTAL FLOOR AREA.)

- ☐ SINGLE FAMILY HOME APPEARANCE
- ☐ FOUR (4) OFF-STREET PARKING SPACES
- ☐ APPROVAL OF HEALTH DISTRICT (SEPTIC)/SEWER AUTHORITY

### PERMIT APPLICATION REQUIREMENTS:

- ☐ SPECIAL PERMIT APPLICATION  
                  ASSESSORS MAP, PARCEL, LOT NUMBER (CAN BE OBTAINED IN TAX ASSESSORS OFFICE)
- ☐ NOTARIZED OWNER/OCCUPANT LETTER
- ☐ NOTIFICATION OF APPLICATION LETTER TO NEIGHBORS - 150 FEET  
                  LETTERS SHALL BE POSTMARKED NOT LESS THAN **TWELVE (12) DAYS** PRIOR TO SCHEDULED PUBLIC HEARING DATE. ONE COPY ONLY.
- ☐ NEIGHBORS MAILING LIST
- ☐ COPY OF OWNERS DEED (TOWN CLERK) & FIELD CARD (ASSESSOR'S OFFICE)
- ☐ 5 COPIES OF SITE PLAN WITH ZONING BLOCK SHOWING EXISTING, PROPOSED AND REQUIRED MINIMUM LOT AND BUILDING REQUIREMENTS
- ☐ FLOOR PLAN OF HOUSE AND APARTMENT (1"=4') (OBTAIN A FIELD CARD IN TAX ASSESSORS OFFICE FOR CURRENT SQ. FT. OF HOUSE)
- ☐ DRAWINGS OF PROPOSED NEW CONSTRUCTION, IF ANY
- ☐ APPLICATION FEE = \$ 260.00
- ☐ APPLICATION SIGNED BY OWNER OF MAIN RESIDENCE
- ☐ DATE OF APPLICATION \_\_\_\_\_
- ☐ P & Z PUBLIC HEARING DATE \_\_\_\_\_

**Minimum Lot and House Sizes, Building Lines  
And Limits on Height and Bulk of Buildings**

Zones	Minimum Lot Size	Minimum Road Frontage (feet)	Minimum Floor Area (square feet)		Maximum Building Height (feet)	Minimum Yards (feet in depth)			Maximum Building Coverage	Maximum Floor Area Ratio
			1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor		front	side	rear		
Residence AAA	1 acre (43,560 sq. ft.)	150	1 story 1.5 story 2 story	1500 1250 1100	40(g)	50	20	50		.29 Principal Building
Residence AA	1 acre (43,560 sq. ft.)	150	1 story 1.5 story 2 story	1400 1150 1000	40(g)	50	20	50		.29 Principal Building
Residence A	0.50 acres (21,780 sq. ft.)	125	1 story 1.5 story 2 story	1200 900 900	40 <sup>a</sup> (g)	50 <sup>a</sup>	20 <sup>a</sup>	50 <sup>a</sup>	25%	.29 Principal Building
PRCZ	0.7 in 1 acre zones; 0.35 in 0.5 acre zones	250 <sup>b</sup>	1.5 story 2 story	1700 2600 (joint – total for both stories)	40	40 <sup>c</sup>	20 <sup>c</sup>	40 <sup>c</sup>	15% <sup>d</sup>	.29 Principal Building
Commercial B-C	2 acres	250			35 (f)	(e)	(e)	(e)	20%	
Industrial I-L	5 acres	250	(see Article II, Section 4.1, Industrial Use Regulations)							
Industrial I-L2	2 acres	200	(see Article II, Section 4.2, Industrial Use Regulations)							
Industrial I-L3	3 acres	200	(see Article II, Section 4.3, Industrial Use Regulations)							

a)

b)

c)

d)

e)

f)

g)

Also applies to pre-existing non-conforming residence uses except as otherwise specifically provided in these regulations.  
Frontage requirement applies to entire area zoned Planned Residential Conservation Zone (PRCZ).  
No principal building within the PRCZ shall be within fifty (50') feet of a boundary line of a PRCZ. The front setback in a PRCZ is the distance measured from the closest part of the building located to the edge of the pavement.  
The maximum building coverage shall be fifteen (15%) percent of the land located in the PRCZ.  
To be specified by the Planning and Zoning Commission under Article II, Section 3. (Effective 3/4/60).  
May be increased to 45 feet for walk-out basements. See Article II, Section 3.1.8. July 25, 2008.]  
See Section 3.3 of this Article III.

## Temporary In-Law and Accessory Apartments

(Currently Article II, Sec. 1.1.2.7, 1.2.2.7 and 1.3.2.7 of the Town of Trumbull Zoning Regulations).

### A. STATEMENT OF PURPOSE

To provide additional affordable housing by giving owner-occupied homeowners the opportunity of maintaining a temporary apartment, and to protect stability, property values, and the single-family residential and visual character of a neighborhood by ensuring that temporary apartments conform fully to the standards and intent of the ordinance.

### B. Definitions: For the purposes of this Subsection only, the following terms shall be defined as follows:

(a) Accessory Apartment: a separate living unit that (A) is attached to the main living unit of a house, which house has the external appearance of a single-family residence, (B) has a full kitchen, (C) has a three-fixture bath, (D) has a square footage that is not more than thirty per cent of the total square footage of the house, (E) has an internal doorway connecting to the main living unit of the house, (F) is not billed separately from such main living unit for utilities, and (G) complies with the building code and health and safety regulations.

(b) Basement Accessory Apartment: An accessory apartment any part of which is below the elevation of the finished grade of the ground adjacent to any part of the dwelling at the highest point of elevation;

### C. Conditions:

(a) An accessory apartment must have at least three hundred (300) square feet of Livable Floor Area. Maximum size shall not exceed thirty (30%) per cent of the Livable Floor Area of the Principal Dwelling;

(b) At least one (1) Dwelling Unit in the converted single-family home shall be owner-occupied;

(c) In all cases, the accessory apartment conversion shall have the exterior appearance of a single-family home, and in no case shall additional front entrances be allowed. An accessory apartment shall not be located in a detached or accessory building;

- (d) The design and size of the apartment must conform to all applicable standards in the health, building, and other codes;
- (e) At least four (4) off-street parking spaces must be available, including spaces in a Private Garage;
- (f) Prior to Planning and Zoning Commission approval, the local health authority must give approval that the dwelling, including the apartment, has sewage disposal capability, septic reserve area, and potable water availability in conformance with its current standards;
- (g) Every accessory apartment approved under this section of the Zoning Regulations shall be deemed an "affordable housing unit" and shall be subject to the requirements of Section 8-30g(k) of the Connecticut General Statutes; e.g.
  - (i) The rental charge for the apartment shall not exceed thirty (30) per cent of the renter's income, where such income is less than or equal to eighty (80) per cent of the median income of the area;
  - (ii). A binding deed restriction containing covenants and restrictions in conformance with the Connecticut General Statutes Section 8-30g shall be recorded in the Trumbull Land Records; said restrictions shall be for a minimum period of forty (40) years from the date of original occupancy of the apartment;
- (h) Each apartment shall have a full kitchen, be connected to the main living area of the house, and utilities shall not be billed separately from the main living unit of the house.

D. Application Procedure

Application for Special Permit for a temporary apartment shall be made to the Planning and Zoning Commission in accordance with Article XV of these Regulations, and in addition to the information required that Article, shall include, but not be limited to, the following:

- (a) A notarized letter of application from the owner(s) stating that he/they will occupy one of the dwelling units on the premises, except for bona fide temporary absences;
- (b) A floor plan of one-fourth ( $\frac{1}{4}$ ) inch to the foot showing proposed changes to the building;

(c) The application shall include an accurate description of the proposed facility, drawings of any proposed addition, four (4) copies of a certified plot plan for the facility, and certification by the Town Sanitarian. These plans shall show the location of all buildings, uses, parking areas, traffic access and circulation drives, open spaces, landscaping, exterior lighting and special features relating to the property.

E. Renewal Requirements

(a) The effective period of the Special Permit shall be five (5) years. At the end of every five (5) years, renewal shall be granted upon receipt of certification, by the owner or his agent, to the Planning and Zoning Commission that the property remains the principal residence of the owner, and that all other conditions met at the time of the original application remain unchanged. The Planning and Zoning Commission may require a new application and a demonstration of compliance with all conditions necessary for a special use permit;

(b) Purchasers of homes that had Special Permits for temporary apartments who want to continue renting those apartments must reapply for a permit, and must demonstrate that all conditions prerequisite to obtaining the relevant permit, in particular their residence in the home, have been met;

(c) Special Permits for existing apartments shall only be renewed in accordance with this section.



**PLANNING AND ZONING COMMISSION  
TOWN OF TRUMBULL**

**APPLICATION FOR SPECIAL PERMIT OR SITE PLAN APPROVAL**

Property located in: ☐ **Commercial Zone B - C**  
☐ **Industrial Zone I-L, I-L2, I-L3**  
☐ **Residence Zone A, AA, AAA**

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Location of Premises: \_\_\_\_\_

Assessor's Map No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Trumbull Land Records: Volume: \_\_\_\_\_ Page: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Address of Owner of Record: \_\_\_\_\_

Description of Proposed Request, including specific use to be conducted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Industrial Uses Only: Maximum number of shifts: \_\_\_\_\_

Maximum number of employees each shift: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Owner of Record: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**A FEE IN ACCORDANCE WITH APPROVED FEE SCHEDULE MUST ACCOMPANY  
THIS APPLICATION. Make check payable to TOWN OF TRUMBULL.**

**FOR OFFICE USE ONLY**

Date of Application and Fee Received: \_\_\_\_\_ By: \_\_\_\_\_

Zone in which premises are located: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ Date Action Taken: \_\_\_\_\_

List of Abutters Submitted: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE APPLICATION:**

1. Copy of Deed (can be obtained from Town Clerk's Office).
- 1a. Copy of Field Card (Can be obtained from Assessor's Office.)
2. Five (5) sets of site plans showing existing and proposed buildings, structures, signs, outdoor illumination, access roads, off-street parking and loading space, storm drainage, sanitary sewers, landscaping and contours, all of which are subject to the approval of the Commission, shall be submitted with application.
3. The design of the proposed buildings, signs, and other structures prepared by a registered architect or professional engineer, including building materials, color, exterior of building, all of which are subject to the approval of the Commission.
4. Proposed construction of all roadways and drainage structures and facilities shall be submitted (copy to the Town Engineer) in the form of a plot plan including elevations and grades, same being subject to Town Engineer's approval.
5. Compliance with "Notification of Abutting Property Owners" procedure as shown on the attached.
6. Applicants shall provide a copy of the Landscaping Plan in sufficient time for the Town Tree Warden to make comments and recommendations. The recommended plan shall be presented to the Planning and Zoning Office prior to the scheduled Public Hearing.
7. Additional set of plans shall be submitted to the following departments for review and comment: Building Department, Fire Marshal, Police Department, Engineering, Health Department, and Fire Department. A sign-off from each of these departments is required. See attached form. Please allow adequate time for review.
8. **All above-referenced signatures (#7) are required before application is submitted to Planning and Zoning.**

**Departmental Application Sign-off**  
**for receipt of Special Permit/Site Plans prior to scheduled**  
**Planning & Zoning Commission Public Hearing**  
(not to be confused with sign-off for application approval).

Return to Planning & Zoning Office when completed.

Location of Premises: \_\_\_\_\_

Permit Application Number: \_\_\_\_\_

**Required**

( ) Planning	_____	Date: _____
( ) Zoning	_____	Date: _____
( ) Engineering	_____	Date: _____
( ) Inland Wetlands	_____	Date: _____
( ) W.P.C.A.	_____	Date: _____
( ) Health Dept.	_____	Date: _____
( ) Fire Marshal	_____	Date: _____
( ) Police Dept.	_____	Date: _____
( ) Building Dept.	_____	Date: _____
( ) Fire Dept.	_____	Date: _____



## **NOTIFICATION OF ABUTTING PROPERTY OWNERS**

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant **by FIRST CLASS MAIL** of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced **by a certificate of mailing from the United States Postal Service**. Said notice letters shall be postmarked not less than **TWELVE (12) DAYS** prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than **FIVE (5) CALENDAR DAYS** prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.

**SAMPLE FORM LETTER**

Date:

Name:

Address:

Re: Application of: \_\_\_\_\_ (**Applicant's name**)

(**Property address of premises which are subject of application**)

Assessor's Map No: \_\_\_\_\_ Assessor's Lot No: \_\_\_\_\_ Zone: \_\_\_\_\_

Dear \_\_\_\_\_:

As a property owner within \_\_\_\_\_ feet of my property line, I would like to inform you that I have filed an application before the **Planning and Zoning Commission of the Town of Trumbull** for a \_\_\_\_\_ (**type of application**) \_\_\_\_\_ for my property.

My application is to allow: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you, or your representative, have any interest in my application, you are invited to attend the **Planning and Zoning Commission Public Hearing** to be held in the Trumbull Town Hall at 7:30 p.m. on \_\_\_\_\_ (**date of public hearing**).

Copies of the plans and documentary material relative to my application are on file in the Planning and Zoning Office at Town Hall and may be inspected by you or your representative during regular business hours.

You may speak at the public hearing or submit written evidence to the Commission concerning this application prior to the public hearing.

If you have any questions, please feel free to call either myself, \_\_\_\_\_ (**your name**) at \_\_\_\_\_ (**your phone number**), or the Planning and Zoning Office at 452-5047.

Very truly yours,

**OWNER'S AFFIDAVIT**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Planning & Zoning Department  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Re: In-law/Accessory Apartment

To Whom It May Concern:

This is to confirm, as property owners, that we will reside either in the main part of the house or in the accessory apartment located at \_\_\_\_\_  
\_\_\_\_\_.

Sincerely,

Property Owner:

\_\_\_\_\_

Property Owner:

\_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_

Planning and Zoning  
Department  
Telephone (203) 452-5047  
Fax (203) 452-5061

# Town of Trumbull

CONNECTICUT



Town Hall  
5866 Main Street  
Trumbull, Connecticut  
06611

## PLANNING AND ZONING COMMISSION FEE SCHEDULE

### SPECIAL PERMIT/SITE PLAN:

NEW CONSTRUCTION .....	560.00*
OTHER.....	360.00*
MULTI-UNIT RESIDENTIAL:	
EACH UNIT.....	260.00*
MINIMUM.....	1,060.00*
IN-LAW/ACCESSORY APARTMENTS .....	260.00*
TELECOMMUNICATIONS.....	1,560.00*
MINOR DEVIATION BY RESOLUTION OF THE COMMISSION .....	160.00*
HOLIDAY DECORATIONS (NON-PROFIT ORGANIZATIONS).....	30.00
HOLIDAY DECORATIONS (BUSINESS/COMMERCIAL & INDUSTRIAL) .....	360.00*
PRE APPLICATION/PRELIMINARY REVIEW.....	100.00
EXTENSION OF TIME .....	100.00

### ZONE CHANGE:

AMENDMENT .....	460.00*
BOUNDARY .....	460.00*

### SUBDIVISION:

MINIMUM (1-5 LOTS) .....	560.00*
MINIMUM (6-10 LOTS) .....	1,060.00*
EACH LOT (OVER 10 LOTS) .....	160.00*
LOT LINE REVISIONS .....	180.00
FIRST CUT DIVISIONS OF LAND .....	180.00

INSPECTION FEE – 5% OF ESTIMATED IMPROVEMENT COSTS

LIQUOR LOCATION.....	460.00*
ZONING REGULATIONS.....	30.00
SUBDIVISION REGULATIONS.....	15.00

\*STATE SURCHARGE OF \$60.00 HAS BEEN ADDED

Revised: 8/01/11

# Town of Trumbull

CONNECTICUT



Planning and Zoning  
Department  
Telephone (203) 452-5047  
Fax (203) 452-5061

Town Hall  
5866 Main Street  
Trumbull, Connecticut  
06611

## PLANNING AND ZONING COMMISSION

### SCHEDULE OF PLANNING AND ZONING REGULAR MEETING DATES FOR 2012

DEADLINE for Submittal of Application	Date of PUBLIC HEARING
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December 28, 2011.....	January 18, 2012
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January 25, 2012.....	February 15, 2012
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February 29, 2012.....	March 21, 2012
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March 28, 2012.....	April 18, 2012
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April 25, 2012.....	May 16, 2012
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May 30, 2012.....	June 20, 2012
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### NO JULY MEETING

July 25, 2012.....	August 15, 2012
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August 29, 2012.....	September 19, 2012
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September 26, 2012.....	October 17, 2012
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October 31, 2012.....	November 21, 2012
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November 28, 2012.....	December 19, 2012
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December 26, 2012.....	January 16, 2013
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**PUBLIC HEARINGS BEGIN PROMPTLY AT 7:30 P.M.**